

Open Recruitment



SUPERVISING PUBLIC INFORMATION OFFICER

Approx. Annual Salary: \$77,240 - \$93,886

Excellent Benefits

(see reverse for details)

OPEN: April 16, 2007

CLOSES: May 7, 2007

The **Bay Area Air Quality Management District** is currently recruiting for one Supervising Public Information Officer position in the Outreach and Incentives Division. This is a full-time represented position.

Under the direction of the Agency Spokesperson/Public Information Manager, this position supervises the staff and activities for assigned public education and media relations programs and performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Assigns, supervises, reviews and evaluates the work of professional, technical and support staff, and provides for their training.**
- **Supervises, directs, assigns, and participates in the preparation and publication of pamphlets, articles, speeches, scripts, organizational charts, newsletters, and related informational material for release to the media, target audiences, or the general public.**
- **Supervises, coordinates and participates in public education and media relations activities necessary to achieve District goals and objectives.**
- Develops and recommends improved or new public education and media relations programs.
- Supervises and coordinates public education and media relations projects and activities with other District staff.
- Coordinates and represents the District with the media and responds to questions and concerns about the District activities.
- Represents the District at meetings and conferences of community interest groups, professional associations, and public health organizations concerned with the effects of air quality on human life.
- Supervises, develops and oversees implementation of communication strategies.

MINIMUM QUALIFICATIONS

A typical way to obtain the knowledge and skills necessary to meet the minimum qualifications for the position is to obtain the equivalent to graduation from a four year college or university with major coursework in journalism, mass communications, English, or a closely related discipline AND five (5) years of professional experience in developing and implementing a public information/relations awareness program, preferably with a public agency dealing with environmental issues.

Experience in the public information or communication field may be substituted for the required education on a year basis to a maximum of two years.

Supervisory experience is desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

HOW TO APPLY

Interested individuals must submit a completed BAAQMD application along with a chronological resume and the responses to the supplemental application questions no later than **5:00 p.m.** on **Monday, May 7, 2007**. For an application, visit our website at www.baaqmd.gov or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and it may include a written exercise.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate. The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.